finale®

finale® 2012

QUICK REFERENCE GUIDE FOR MACINTOSH®

Thank you for purchasing Finale 2012.

We'd like to take this opportunity to welcome you to the world's most widely used family of music notation software, and offer our assistance in getting started. This guide is intended to visually demonstrate how to accomplish common tasks quickly and easily, and point you to additional helpful resources should you need them. Thanks again for your support and best wishes with your music!

—Your friends at MakeMusic

FGC307-1

0 06776 00211 0

Quick Reference Guide for Macintosh

BEFORE YOU GET STARTED:

Registration Information 4

Contact Information 4

Tutorial Support 4

Technical Support 4

Getting Started 5

A. Using the Document Setup Wizard 5

B. Opening Files 6

C. Sharing Files 6

D. Scanning 6

Finale Screen View 7

Navigating Your Music 8

A. Choosing a view 8

B. To Zoom In and Zoom Out 9

C. To Drag the Visible Score Region 9

D. To Switch Pages 9

Entering the Music: Simple Entry 10

A. To enter notes with your mouse 10

B. To enter notes with your mouse and computer keyboard 11

C. To type notes into the score with your computer keyboard 12

D. To play notes into the score with a MIDI keyboard 13

Multiple Voices: Layers 13

Playing-in Music: HyperScribe 14

A. To record a performance 14

B. To set the smallest note value 14

C. To record into two staves 15

D. To change the recording tempo and countoff . . . 15

Selecting Music 16

A. To select 16

B. To expand selection 17

Copying, Pasting, and Inserting 18

A. To drag-copy 18

B. To copy using the clipboard 18

C. To insert music 19

D. Filtering 20

Transposing 21

Working with Measures 22

A. To add measures 22

B. To insert measures 22

C. To fit a certain number of measures per system 23

D. To adjust the measure layout manually 23

Working with Staves and Instruments 24

A. To add instruments to the score 24

B. To delete instruments from the score 24

C. To apply Staff Styles 24

D. To hide an empty staff in a system 25

E. To move staves 25

Markings and Text 26

A. Adding expressions 26

B. Adding articulations 27

C. Adding slurs and hairpins 27

D. Adding text 28

Key Signatures, Time Signatures, and Clefs 29

A. To define a key signature 29

B. To define a time signature 29

C. To define a clef change 29

Lyrics, Chords, and Repeats 30

A. To type-in lyrics 30

B. To type-in chord symbols 31

C. To create repeats with 1st and 2nd endings 31

Playback 32

A. Playback Controls 32

B. To change the playback tempo 32

C. Human Playback® 33

Page Layout 34

Sharing Your Music 35

A. To print your score 35

B. To export an audio file 35

C. Sharing your music online with Finale Reader® . . . 35

More Finale Help Resources 36

EFFICIENCY TIPS:

Using Contextual Menus 37

Metatools 38

A. Using Articulation and Expression metatools 38

B. Using Smart Shape metatools 39

C. Common metatools 39

D. Using metatools with Simple Entry 40

MakeMusic, Inc.
7615 Golden Triangle Drive, Suite M
Eden Prairie, MN 55344-3848
www.finalemusic.com

Registration Information

EACH REGISTERED USER IS ALLOWED TO INSTALL FINALE® ON UP TO TWO OPERATING SYSTEMS FOR PERSONAL USE ONLY.*

To use Finale after you install it on a computer, you'll need to authorize each installation.

To authorize, you'll need to use your license's unique serial number.

You can find your serial number…

- On a yellow sticker inside the **Finale DVD or CD case** of the earliest version purchased.
- If you've authorized any version of Finale on a computer, you can find your serial number in the program itself. Look at the "About Finale" screen in the **Finale** menu.
- If you've registered your serial number previously, you can find your serial number in your online account at **www.finalemusic.com**.

If you upgraded from an earlier version of Finale, your serial number stays the same each time you upgrade.

Once you've installed Finale and have your serial number ready, simply follow the on-screen instructions to authorize when you start the program. You must authorize within 30 days after installation, or printing and saving will temporarily be disabled until you do so.

**Site licenses excluded. Authorized installations may be on two different computers if the software is installed on a single operating system on each computer, or on a single computer if installed on two different operating systems on the same computer.*

Contact Information

Tutorial Support

For additional solutions to common Finale questions, learning resources, and direct support, visit **www.finalemusic.com/support.**

Technical Support

Troubleshooting for technical problems is available online at **www.finalemusic.com/support** or by phone at **952.937.9703.**

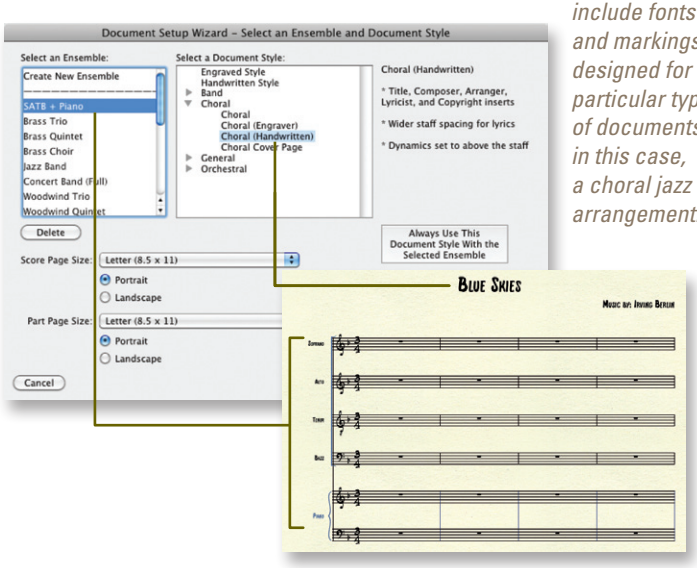
A. Using the Document Setup Wizard

Finale's *Document Setup Wizard* is usually the fastest way to begin a new score. The pages in this wizard allow you to quickly specify all the basic score elements.

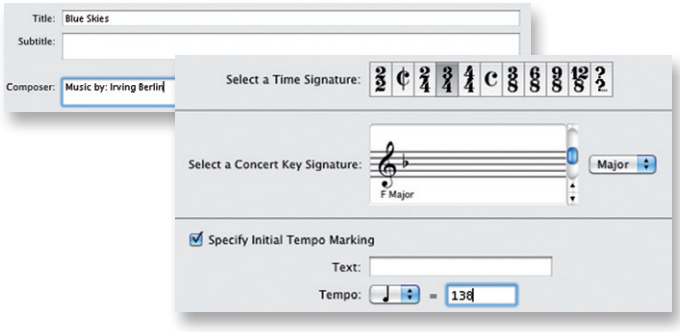
1. From the **File** menu, choose **New > Document with Setup Wizard.**
2. Choose the Ensemble and Document Style and click **Next**.
3. Select your instruments and click **Next**.
4. On pages 3 and 4, choose the desired score elements, and click **Finish**.

   Pages 3 and 4 allow you to specify the:

   - Title
   - Credits and copyright
   - Key signature
   - Time signature
   - Tempo indication
   - Pickup measure
   - Number of measures



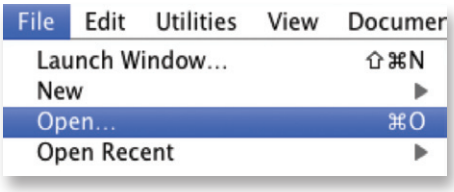
Document Styles include fonts and markings designed for particular types of documents—in this case, a choral jazz arrangement.



Search for "Setup Wizard" in the User Manual for details.

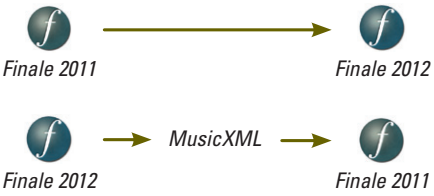
B. Opening Files

Open a Finale file by choosing **Open** from the File menu. Finale 2012 can open all Finale Notation Files (*.MUS) saved in Finale 2012 or earlier, as well as those saved in other Finale-family notation products.



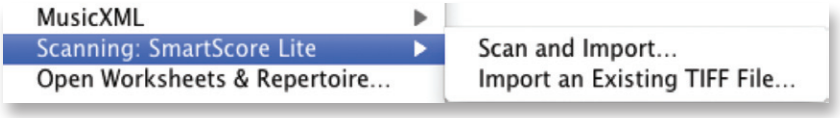
C. Sharing Files

Finale's native file format is the *Finale Notation File* (*.MUS). These files are cross-platform, which means the same file can be opened on either a Macintosh® or a Windows® computer. Finale files are not backward compatible, which means a Finale 2012 document cannot be opened in Finale 2011 or any previous version of Finale. To open a Finale 2012 file in Finale 2011, export the file in MusicXML format. All recent Finale versions can import Music XML files.



D. Scanning

Use Finale's built-in SmartScore Lite technology to scan and import a piece of sheet music, or, to import an existing scanned TIFF graphic. Go to **File > Scanning: SmartScore Lite** to find these options.

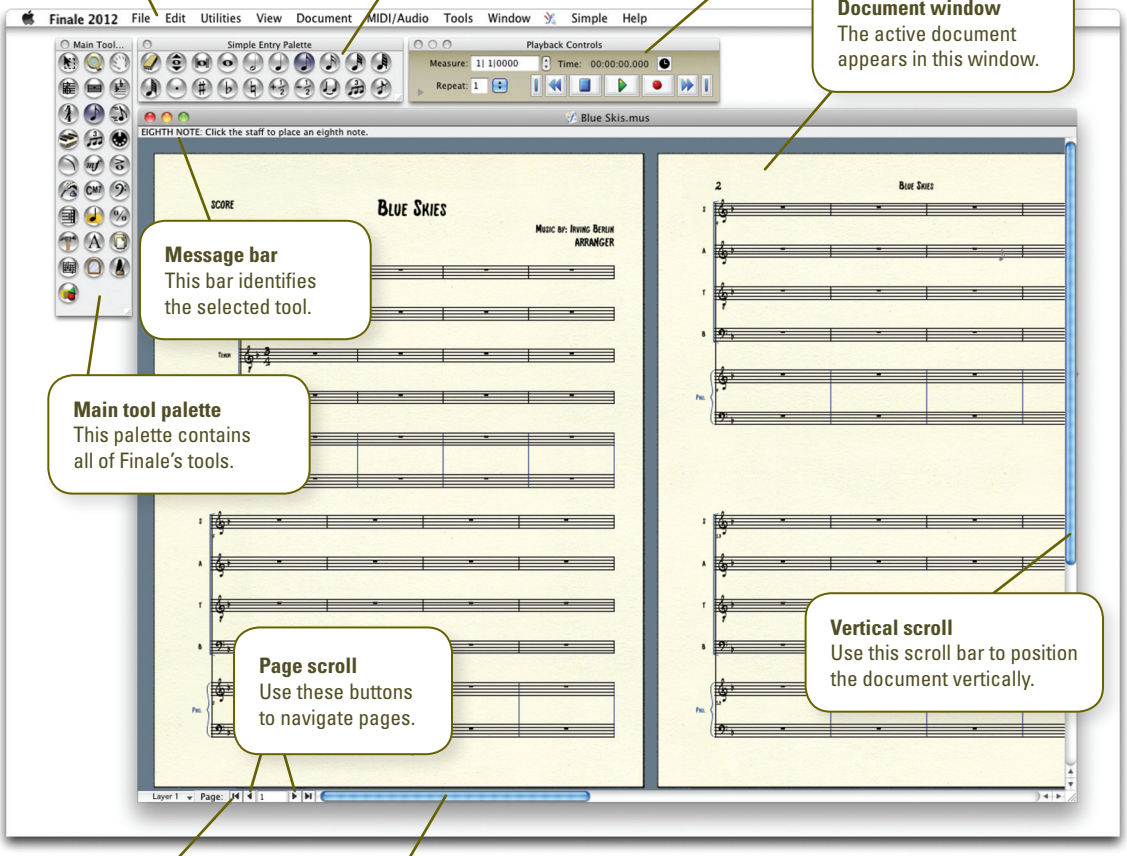


Tip: After scanning and importing a page of sheet music, use the Selection tool to copy the music into a new empty document with the desired orchestration and Document Style.

See "Scanning" in the User Manual for details and specifications.

Finale Screen View

When you open a new score, the following menus, palettes, and controls appear. These elements form a framework for all of Finale's features and functions.

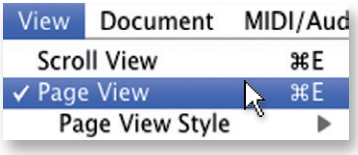


Navigating Your Music

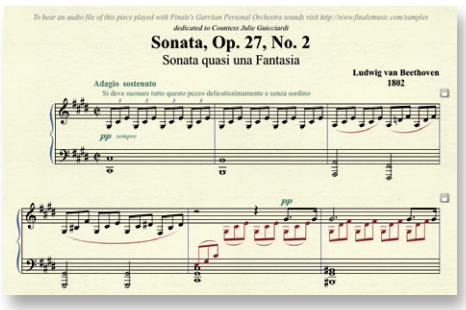
Getting the best view of your score in progress is crucial to working with Finale efficiently.

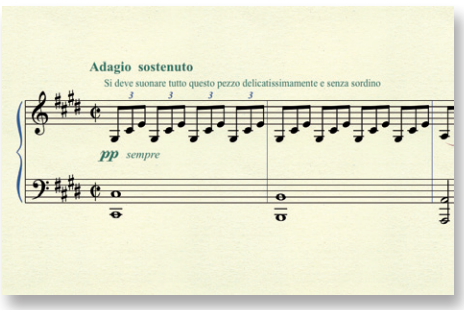
A. Choosing a view

The two main views in Finale are *Page View* and *Scroll View*. From the **View** menu, choose **Scroll View** or **Page View**.



Page View

displays your music exactly as it will appear on the printed page. Use this view for system and page layout.

Scroll View

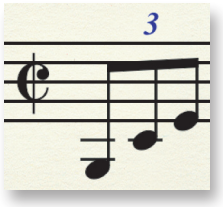
displays your music in one continuous horizontal system, free from page constraints.

Press command ⌘ + E to switch between **Page View** and **Scroll View**

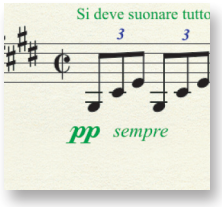
Search "Views" in the User Manual for more details.

B. To Zoom In and Zoom Out

You can find zoom commands under the **View** menu, but to save time, use keyboard shortcuts.

Press command ⌘ + + = to zoom in



Press command ⌘ + – to zoom out

To zoom in and out using your mouse cursor:

command ⌘ + shift + **click** to zoom in to the position clicked.

command ⌘ + option + shift + **click** to zoom out.

For more, search "Zoom" in the User Manual.

C. To Drag the Visible Score Region

Use Finale's **Hand Grabber** tool to reposition your view of the score.

Press command ⌘ + option + **click and drag** to move the score.

Search for "Hand Grabber" in the User Manual for more information.

D. To Switch Pages

In **Page View**, use the arrow buttons in the lower left corner of your screen to navigate between pages.

Or, press command ⌘ + Page Up or command ⌘ + Page Down to move to the previous or next page.

Search for "Page View" in the User Manual for more information.

Entering the Music: Simple Entry

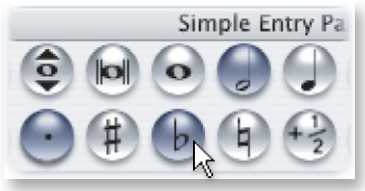
1. Click the **Simple Entry** tool .
2. Observe the *Simple menu* (a) at the top of your screen. You will use this menu to change settings and refer to keyboard shortcuts.
3. Observe the *Simple Entry palette* (b), which you will use to specify note durations and other note properties.

a.

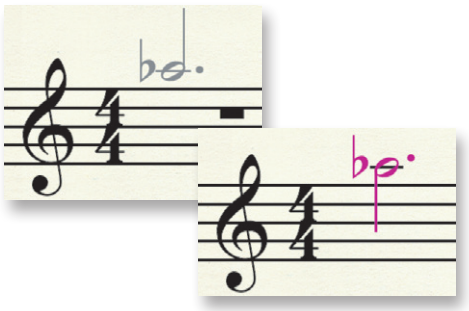
b.

A. To enter notes with your mouse

1. Click the note duration in the Simple Entry palette, as well as the accidental, tie, tuplet, or grace note.



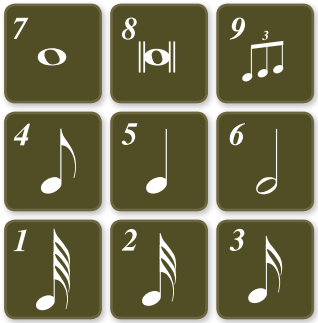
Tip: Double-click one of these tools to de-select all other tools in the Simple Entry palette.

2. Position your mouse cursor where you would like to enter the note.
3. Click to enter the note. Finale flips the stem direction when appropriate.

B. To enter notes with your mouse and computer keyboard

Use your *numeric keypad* (c) to choose note durations before you click them in. Use the image to the right as a guide. To remove extra tools, double-press as shown below.

*Notebook users, use the "Laptop Shortcut Table" to improve the efficiency of your smaller keyboard. Choose **Simple > Simple Entry Options** and click **Edit Keyboard Shortcuts.** Under Keyboard Shortcut Set, click the Select popup menu and choose **Laptop Shortcut Table.***

c.

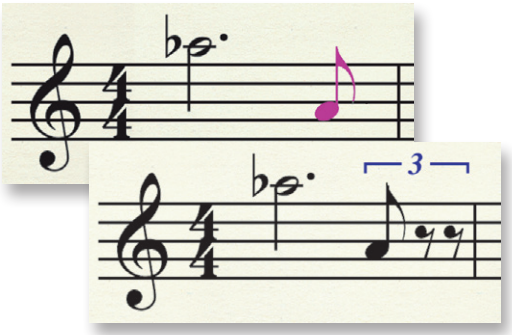
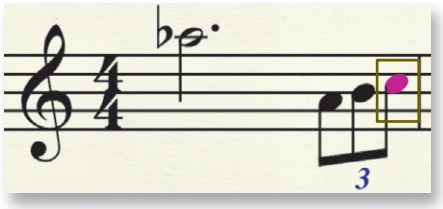


(press once)

To change the selected duration.

(press twice)

To select only the duration and remove the dot and flat.

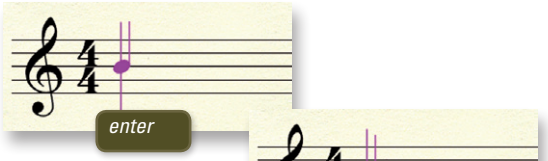
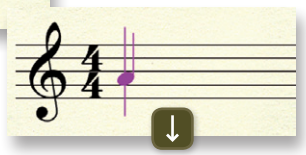
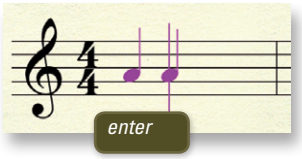
Enter a note and then press **9** to create a triplet.

Notes change color when you enter them, indicating they can be edited with a keystroke...

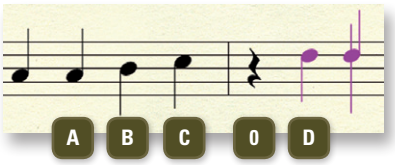
Change the duration of the note you just entered by pressing **Option**+# (1-8).

*All Simple Entry keyboard shortcuts are listed under the **Simple** menu.*

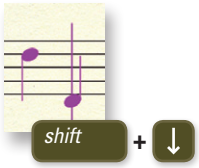
C. To type notes into the score with your computer keyboard

Using your computer keyboard to type notes into the score is faster than clicking. When you have typed the duration:

1. Press **Enter** to activate the *Simple Entry Caret*, which is Finale's entry cursor.

2. Use the **up** and **down arrows** to choose the pitch.

3. Press **Enter** to enter the note.

4. Or, simply type the letter of the desired pitch, **0** (zero) for a rest.

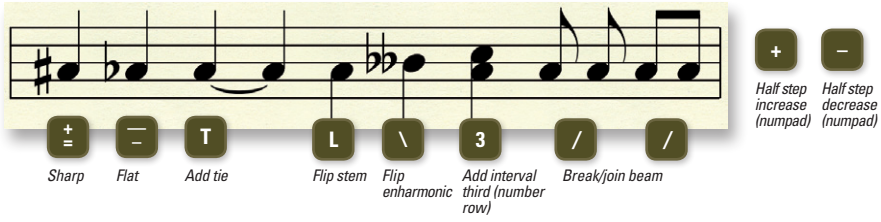


5. Press **Shift-down arrow** to move the caret down an octave.



Moves selection left/right.

Moves selection up/down.



See "Simple Entry" in the User Manual for more information.

D. To play notes into the score with a MIDI keyboard

You can use your MIDI keyboard (or other MIDI device) to quickly enter notes. With the caret active, simply play the desired note or chord to add it to the score.

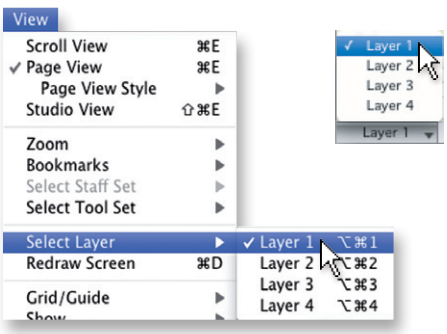
Check **Simple > Use MIDI Device for Input**, to use a MIDI keyboard for note entry.

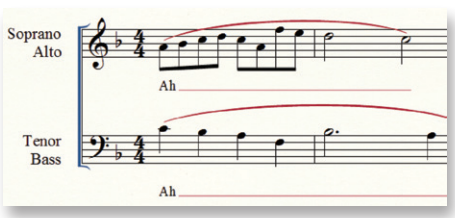
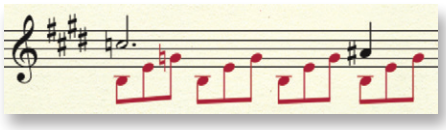
See "Speedy Entry" and "HyperScribe" in the User Manual for other ways to enter music using a MIDI keyboard.

Multiple Voices: Layers

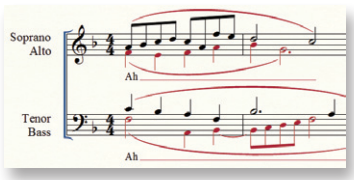
When a second voice with a different rhythm is required within a measure, like the eighth notes shown in red below, enter the notes in a new *layer*. Each layer is a rhythmically independent voice. Simply choose the new layer and enter as you would normally.

Layers can be chosen from the **View** menu, or the layer popup at the bottom of the screen.



From the **Document** menu, choose **Show Active Layer Only** to work with a single layer independently.

Layers can be identified by note color.

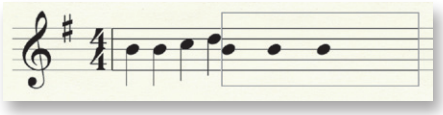
Layer 1 Layer 2 Layer 3 Layer 4

Always use layers 1 and 2 first when notating multiple voices. Use layer 1 for the higher voice. If there are three or four voices in a single staff, then use layers 3 and 4 as needed.

Show Active Layer Only allows you to edit or clear individual layers without affecting the hidden layers. (Compare to figure above.) Be sure to uncheck Show Active Layer Only before printing.

See "Multiple Voices" in the User Manual for more information.

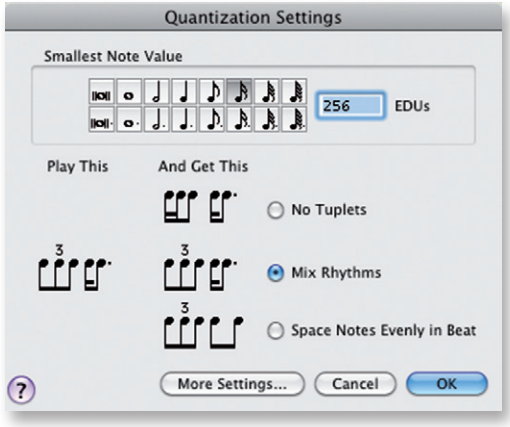
Playing-in Music: HyperScribe

HyperScribe® allows you to record directly from your MIDI keyboard into the score. To configure your MIDI keyboard (or other external MIDI device) for use with Finale, see "Setting up your MIDI system" in the Tutorials section of the Finale User Manual.

A. To record a performance

1. Click the **HyperScribe** tool .
2. Click a measure.
3. Wait for two countoff measures and begin playing.
4. When you're done, click the score to stop recording.

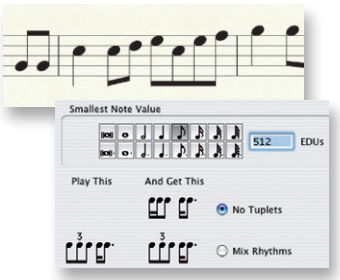
B. To set the smallest note value

Since a live performance is never perfect, Finale rounds off your performance to the note value you choose. For example, if your piece does not include any notes shorter than an eighth note, tell Finale this by specifying eighth as the smallest note value to ensure there will not be sixteenth notes in the transcription. This setting is configured in the Quantization Settings dialog box.



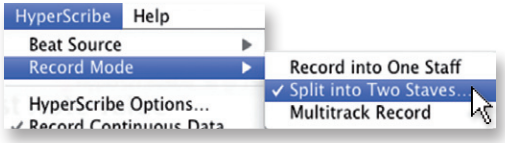
*Choose **MIDI/Audio > Quantization Settings** to open this dialog box.*

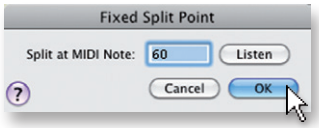
Results of your HyperScribe recording depend on the Smallest Note Value selected and other quantization settings.



C. To record into two staves

1. Click the **HyperScribe** tool.
2. From the **HyperScribe** menu, choose **Record Mode > Split Into Two Staves.**
3. Enter the split point (middle C = 60) and click **OK**.
4. Record your performance.

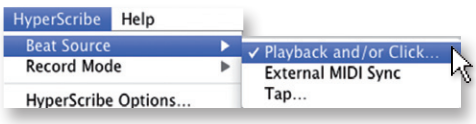


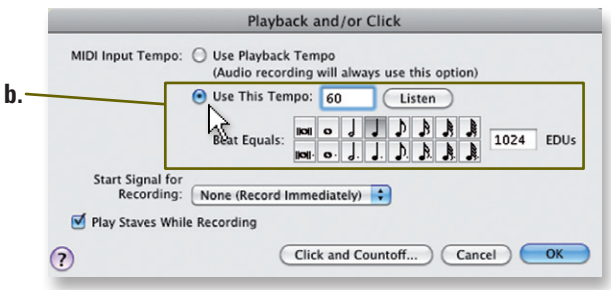


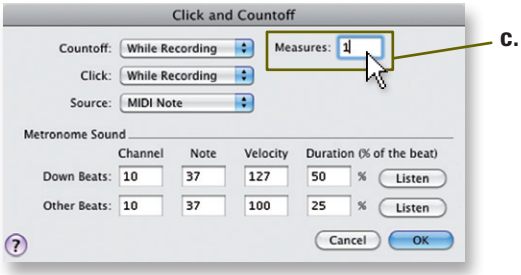
D. To change the recording tempo and countoff

If you are transcribing a busy passage, you may want to record at a slower tempo for greater accuracy. You can do this, and make additional adjustments to aspects of your recording session, in the Playback and/or Click and Click and Countoff dialog boxes.

1. Click the **HyperScribe** tool.
2. From the **HyperScribe** menu, choose **Beat Source > Playback and/or Click** (a).
3. Select **Use This Tempo**, and enter the desired recording tempo in the adjacent text box (b). Be sure the correct main beat duration is selected below.
4. Click **Click and Countoff**.
5. After **Measures**, enter the desired number of countoff measures (c).
6. Click **OK** twice to return to the score.







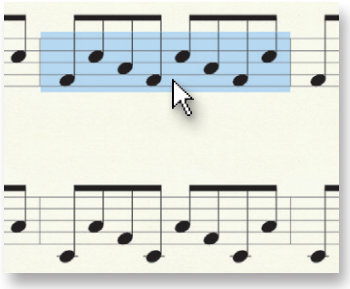
Selecting Music

The *Selection tool* is Finale's universal editing tool. It can be used to select, move, delete, copy, paste, or otherwise edit any region of measures and virtually any individual item in the score.

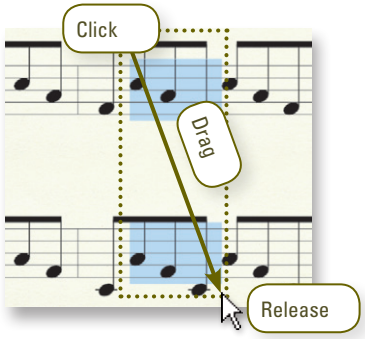
Tip: See "Selecting Music" in the User Manual for more details.

A. To select

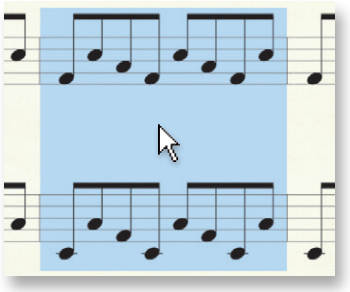
Click on the staff lines (without clicking on a note) to select a full measure. (Click only once.)



Click outside and above the staff and drag diagonally across any measure region (partial or whole measures) to select a measure region.

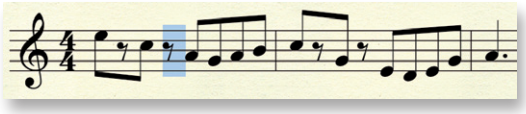
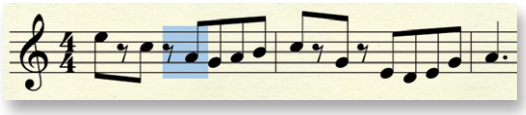
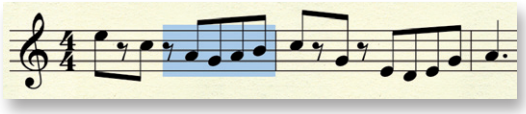
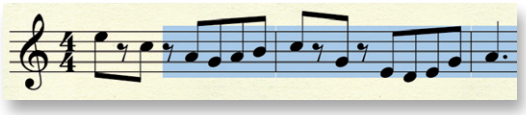
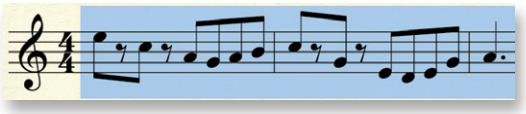
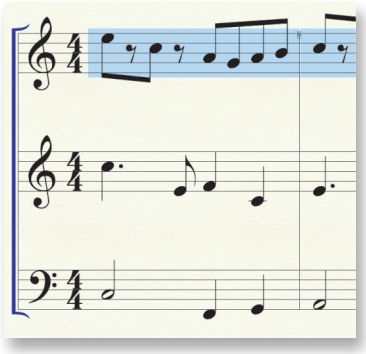
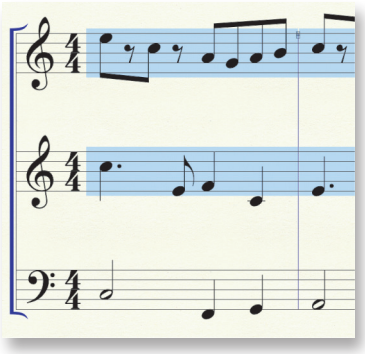
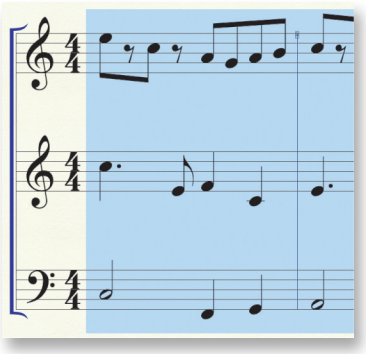


Double-click a full measure to select a measure stack. Copying measure-specific items or deleting full measures requires a stack selection.



A selected region including full measures in every staff is called a measure stack and is indicated by highlighting that extends from the top to the bottom staff, including the area between staves.

B. To expand selection

Use keyboard shortcuts to expand or contract the selected region on a single staff...

To next beat shift + →

To end of measure option + shift + →

To end of score shift + end

To beginning of score shift + home

...or on multiple staves. shift + ↓ shift + ↓ (again)

Copying, Pasting, and Inserting

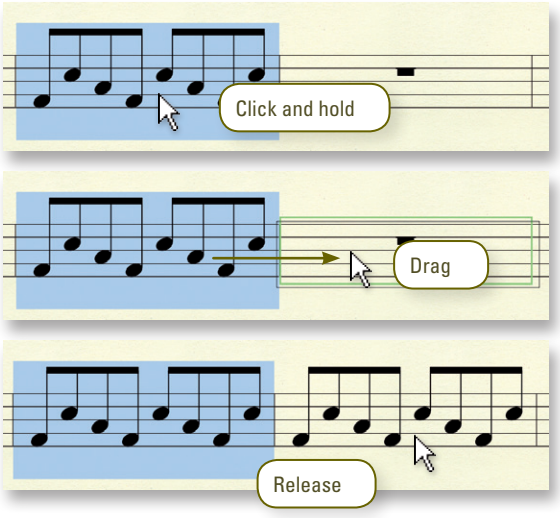
Finale offers a great deal of control over copying, inserting, and pasting (replacing).

A. To drag-copy

If the source and target regions are both visible on your screen, quickly copy music by dragging the selected region.

1. Click and hold
2. Drag
3. Release

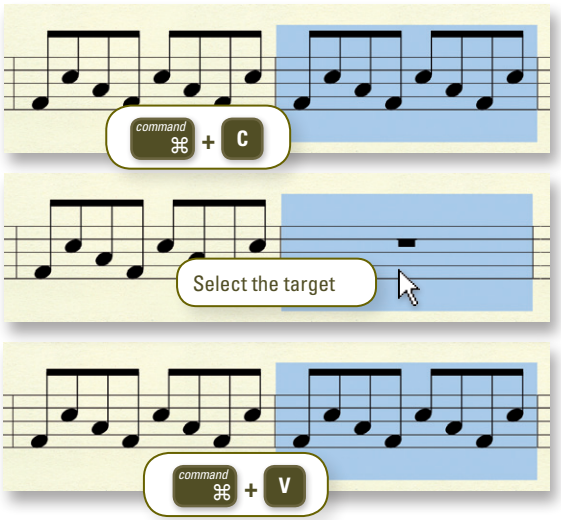
Tip: See "Copying Music" in the User Manual for more details.



B. To copy using the clipboard

If the source and target regions are not both visible on your screen, copy music to the clipboard, then paste the contents of the clipboard to the target region. Existing music is replaced.

1. command ⌘ + C
2. Select the target
3. command ⌘ + V

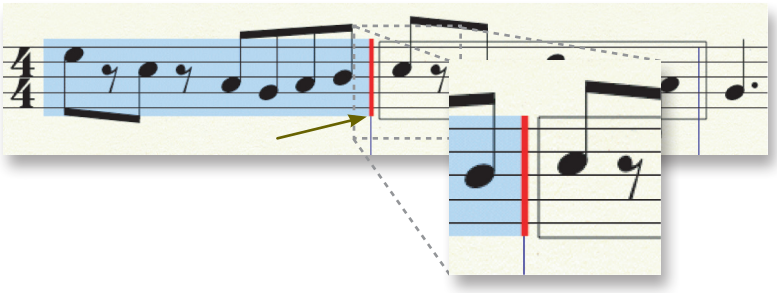


C. To insert music

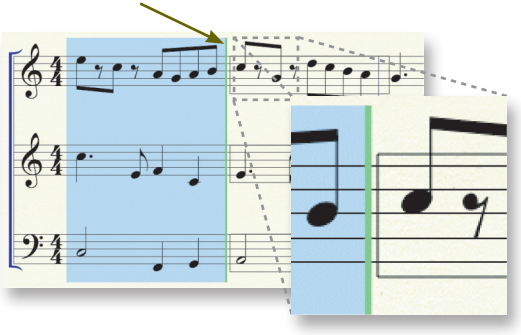
When you copy and paste, Finale overwrites the content in the target region. When you *insert*, all subsequent music is pushed toward the end of the score, usually increasing the total number of measures.

command ⌘ + **click** and drag to insert instead of paste.

A red insertion bar indicates the inserted music will nudge music toward the end of the score. Full measures will *not* be inserted.



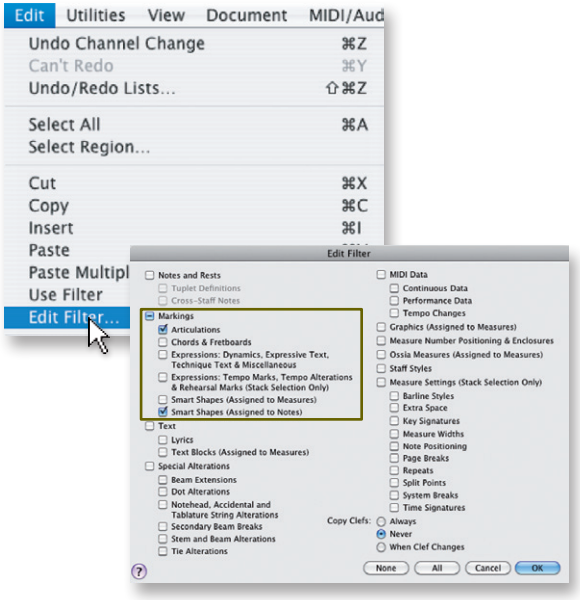
A green insertion bar appears when copying and inserting stacks. It indicates Finale will insert the full *measure(s)*, pushing subsequent measures toward the end of the score.

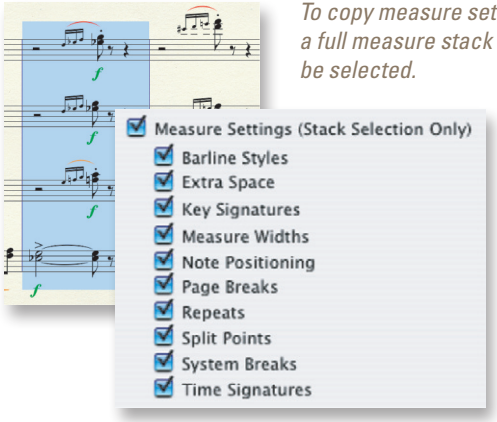


D. Filtering

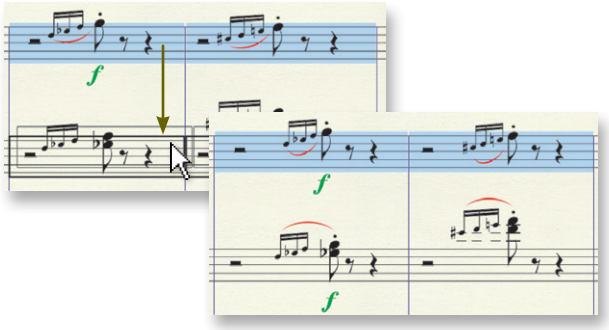
You can copy specific score elements using the Edit Filter dialog box.

1. From the **Edit** menu, choose **Edit Filter**.
2. In the Edit Filter dialog box, check the items you want to copy. (Click **None** to uncheck all).
3. Click **OK**.

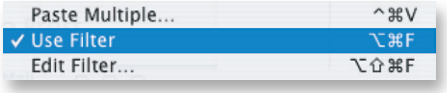




To copy measure settings, a full measure stack must be selected.

4. Copy the music as you would normally.

Press command ⌘ + option + shift + F to open the Edit Filter dialog box.

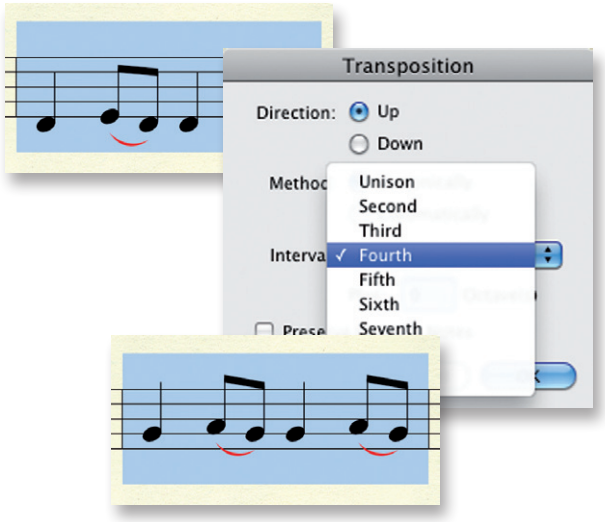
Finale uses the filter while copying whenever Use Filter is checked under the Edit menu.



Transposing

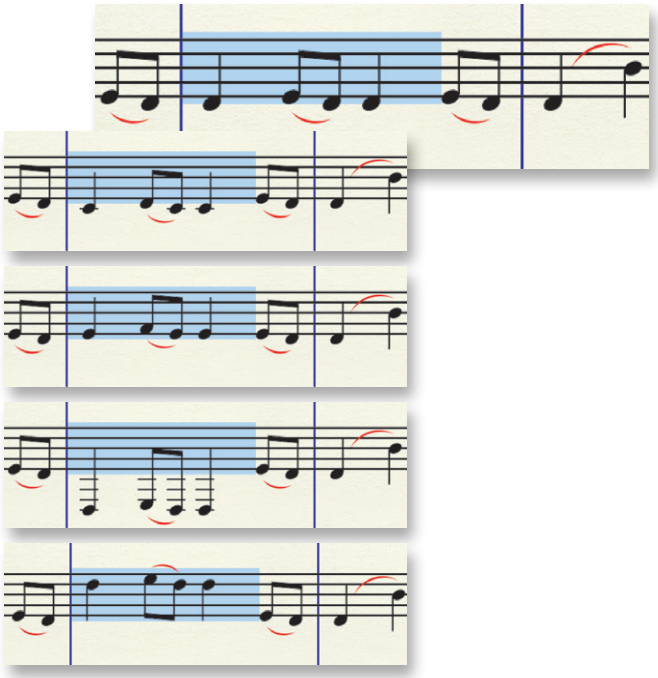
To transpose:

1. Click the **Selection** tool.
2. Select a region of music.
3. From the **Utilities** menu, choose **Transpose**.
4. Select the interval from the **Interval** popup menu.
5. Click **OK**.



To quickly transpose:

1. Click the **Selection** tool.
2. Select a region of music.
3. Press...

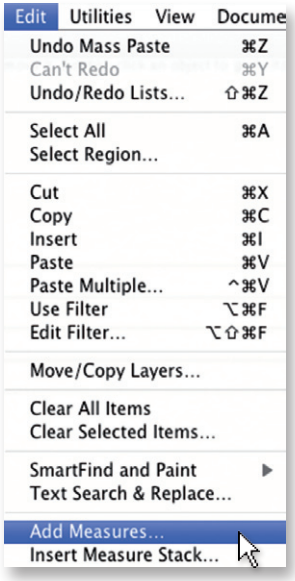
6. to transpose *down a step*.
7. to transpose *up a step*.
8. to transpose *down an octave*.
9. to transpose *up an octave*.

This method transposes the music diatonically within the key signature. To change the key, use the Selection tool context menu or the Key Signature tool. To configure a transposing staff, use the Staff tool.

Working with Measures

A. To add measures

To add measures at the end of the score:

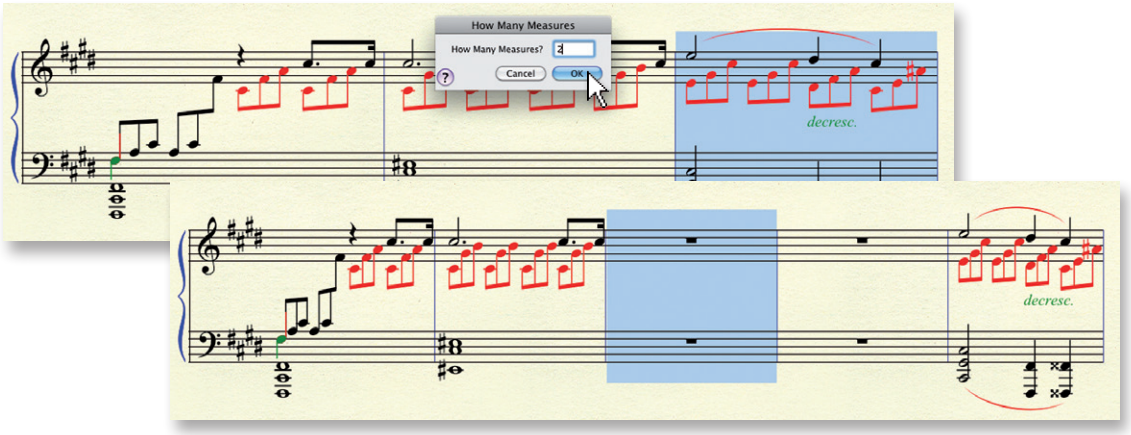
1. From the **Edit** menu, choose **Add Measures**.
2. Type the number of measures you would like to add.
3. Click **OK**.



B. To insert measures

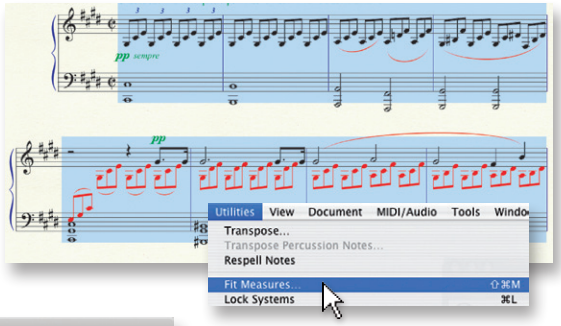
To insert new empty measures anywhere in the score:

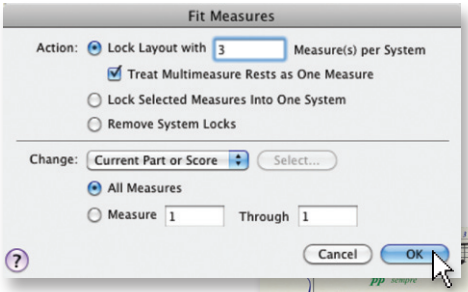
1. Select a measure. (Inserted measures will appear *before* this one.)
2. From the **Edit** menu, choose **Insert Measure Stack.**
3. Type the number of measures you would like to Insert.
4. Click **OK**.

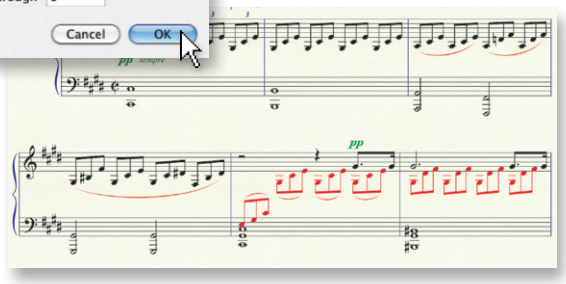


C. To fit a certain number of measures per system

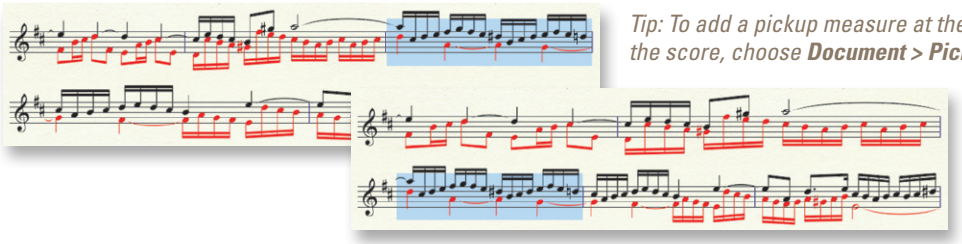
1. Select the measures you would like to fit.
2. From the **Utilities** menu, choose **Fit Measures**.
3. Type the number of measures and click **OK**.





Finale automatically adjusts the measure layout to fit the specified number of measures throughout the selected region.

D. To adjust the measure layout manually

You can move individual measures from one system to the next, or to the previous.

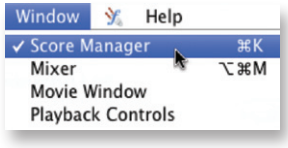
1. Select the measure(s).
2. Press command ⌘ + ↓ to move to the next system, or command ⌘ + ↑ to move to the previous.

*Tip: To add a pickup measure at the beginning of the score, choose **Document > Pickup Measure.***

Tip: See "Measure Layout" in the User Manual for more details.

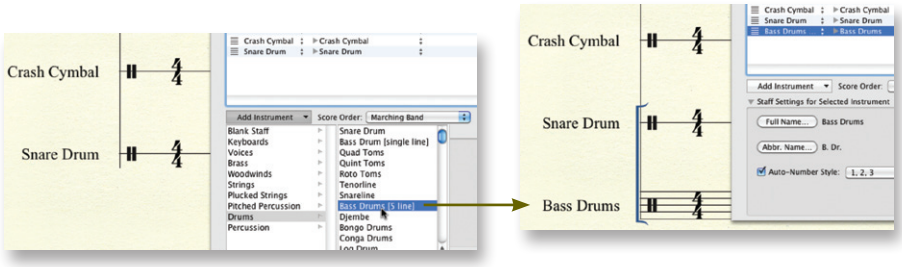
Working with Staves and Instruments

Use the Score Manager to insert, delete, or change instrument staves.

A. To add instruments to the score



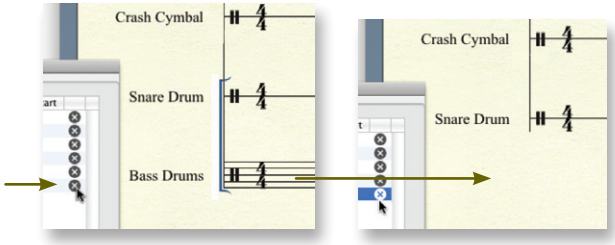
1. Choose **Window > Score Manager**.
2. Click Add Instrument and select the instrument you would like to insert.



Finale adds the instrument in the selected score order, properly grouped according to instrument type.

B. To delete instruments from the score

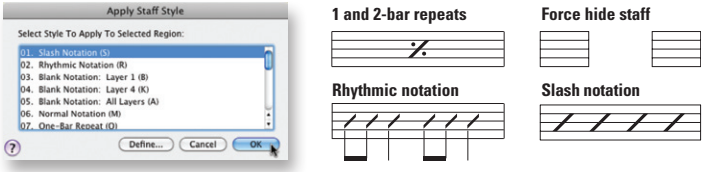
Click the ⊗ in the Score Manager to delete an instrument from the score.



Finale removes the staff and repositions adjacent staves accordingly.

C. To apply Staff Styles

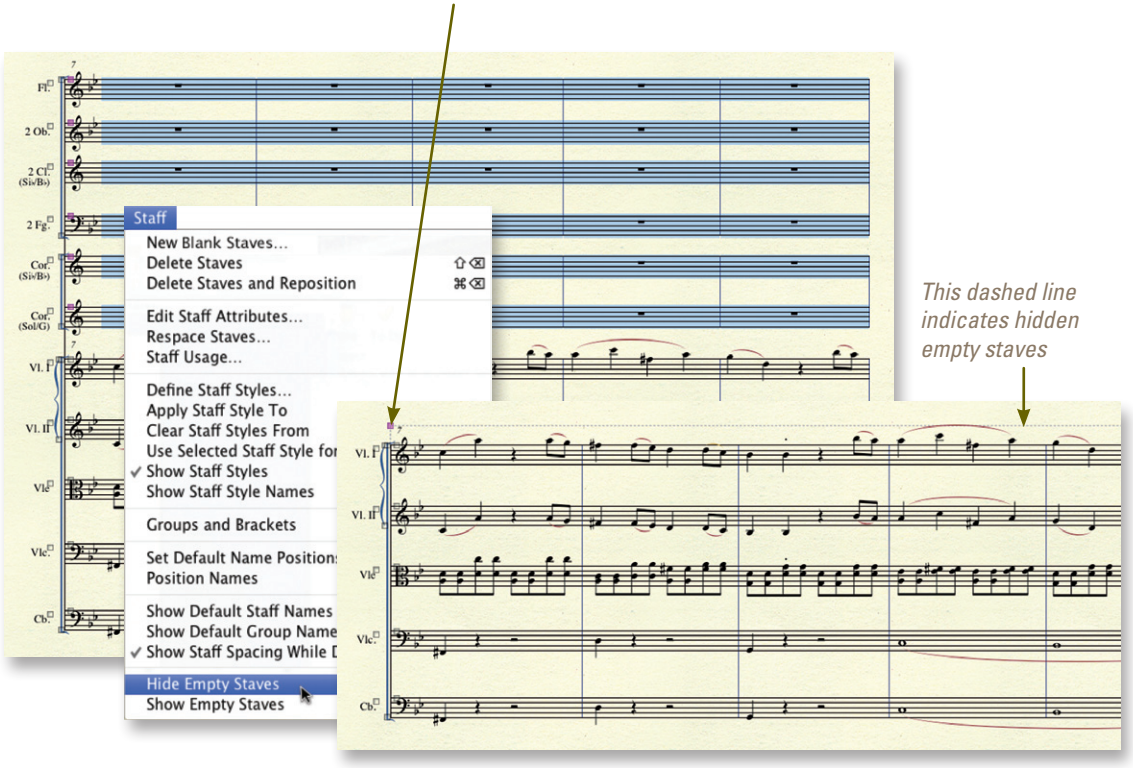
Staff Styles can be used to apply a notation style, such as the following, to a portion of a staff.



1. Select the measure region.
2. From the **Staff** menu, choose **Apply Staff Style To > Score and Parts.**
3. Choose the desired Staff Style and click **OK**.

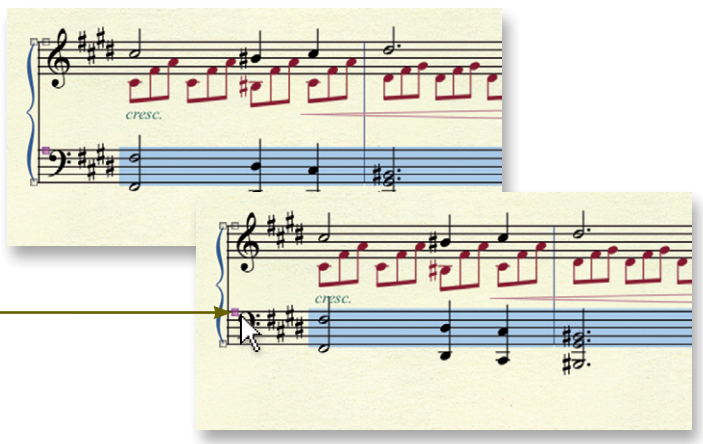
D. To hide an empty staff in a system

1. Select a region including the empty staves.
2. From the **Staff** menu, choose **Hide Empty Staves.**
3. To show hidden staves, control-click **this handle** and choose **Show All**.



E. To move staves

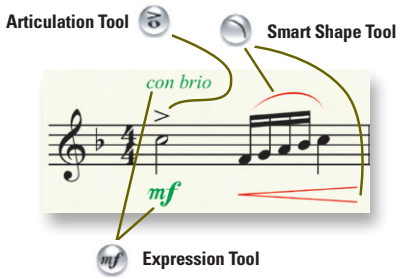
Click a staff handle and drag to move it vertically for one system only. (Double-click the handle and drag to position the staff in all systems.)



See "To move staves" in the User Manual for more details.

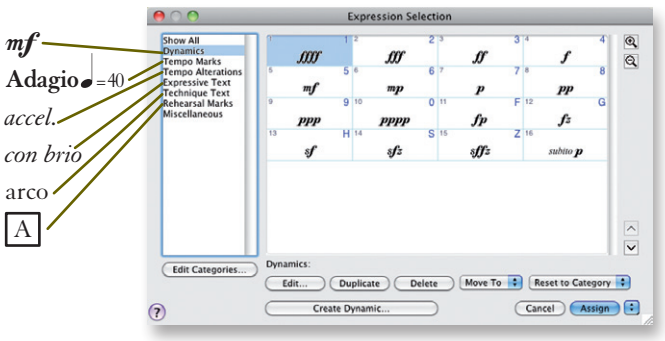
Markings and Text

Most markings and text are added with one of three tools: the *Expression tool, Articulation tool*, or *Smart Shape tool*. In this section, you will learn how to easily add these figures, and which tool to use.



A. Adding expressions

Six different types of figures are added with expressions, each with its own category:



Note: Expressions and articulations affect playback.

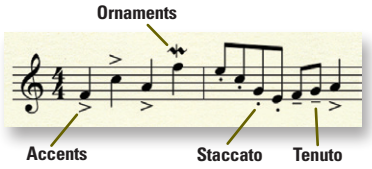
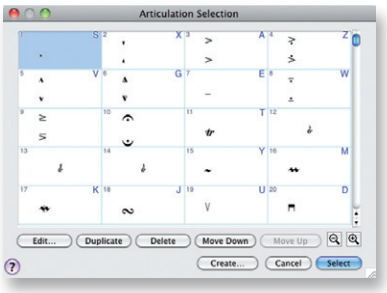
To add an expression:

1. Click the **Expression** tool.
2. Double-click the score.
3. Choose the category.
4. Double-click the expression.

To add multiple expressions:

1. Click the **Expression** tool.
2. Drag-select a region of notes.
3. Choose the category.
4. Double-click the expression.

B. Adding articulations

Articulations are markings attached to a single note, including:



*If you don't see the expression or articulation you need, click **Create** to define a new custom marking.*

To add an articulation to a single note:

1. Click the **Articulation** tool.
2. Click the note.
3. Double-click the articulation.

To add an articulation to multiple notes:

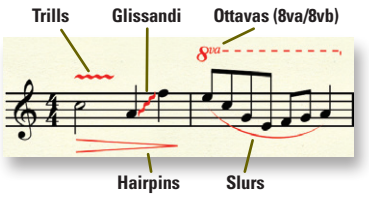
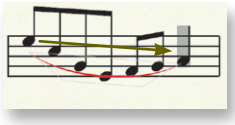
1. Click the **Articulation** tool.
2. Drag-select a region of notes.
3. Click **Select**.
4. Double-click the articulation.
5. Click **OK**.

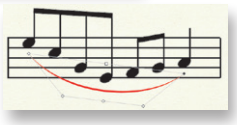
C. Adding slurs and hairpins

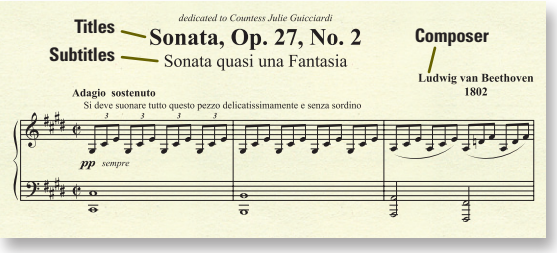
Lines, curves, and other shapes are added with the *Smart Shape tool*.

To add a Smart Shape:

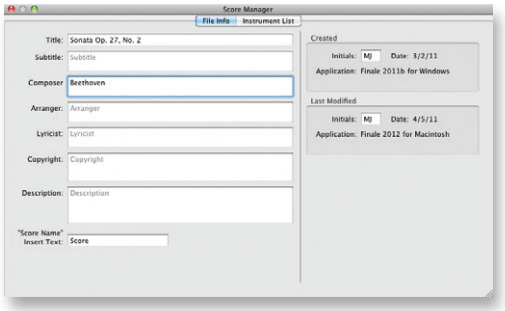
1. Click the **Smart Shape** tool.
2. Choose the desired tool from the **Smart Shape** palette.
3. Double-click and drag to add the Smart Shape.



Drag the diamond handles to adjust the slur contour.

D. Adding text

Titles, subtitles, composer, arranger, lyricist, and other text that does not need to adjust with the music is added with the *Text tool*.

To set or edit a document's title page text:

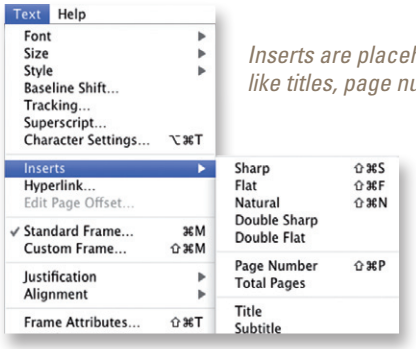
1. From the **Window** menu, choose **Score Manager** and click the **File Info** tab.
2. Enter the page text information.
3. Click to close.



To enter Lyrics, use the Lyrics tool .

To add other text on a page:

1. Double-click to display the text frame.
2. Type the desired text, or, choose an insert.



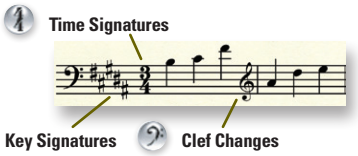
Inserts are placeholders for standard text like titles, page number, or current date.

To add a text insert, choose **Text > Inserts**.

Key Signatures, Time Signatures, and Clefs

To change the key, time, or clef:

1. Choose the **Selection** tool.
2. **Control-click** a measure.
3. Choose the **Key Signature**, **Time Signature**, or **Clef** command and choose the desired option.



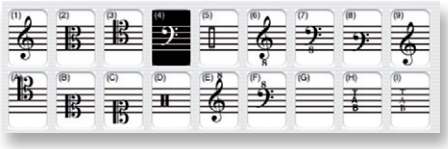
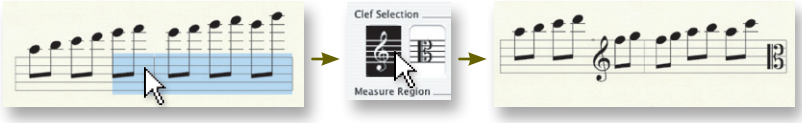
A. To define a key signature

1. Click the **Key Signature** tool.
2. Double-click a measure.
3. Use the slider next to the key signature preview to specify the key.
4. Click **OK**.

B. To define a time signature

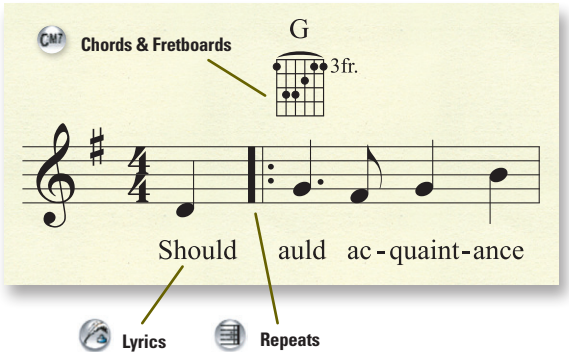
1. Click the **Time Signature** tool.
2. Double-click a measure.
3. Use the **Number of Beats** slider to specify the number of beats per measure.
4. Use the **Beat Duration** slider to specify the duration of each beat (e.g. eighth, quarter, etc.).
5. Click **OK**.

C. To define a clef change

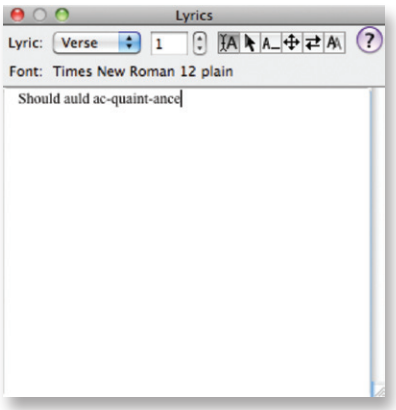
1. Click the **Clef** tool.
2. Double-click a measure.
3. Double-click the desired clef.

To create a mid-measure clef change, select a partial measure before you double-click.

See "Selecting Music" in the User Manual for information on how to select partial measures.

A. To type-in lyrics

1. After the notes are entered, click the **Lyrics** tool.
2. From the **Lyrics** menu, check **Type Into Score.**
3. Click a note to display a blinking cursor beneath the staff.
4. Type a syllable and then press the **spacebar** to advance. Use - (dash) to add hyphens between syllables.



The Lyrics window allows you to easily edit syllables, paste text from other programs, and click-assign lyrics.

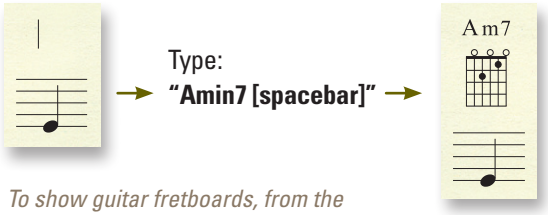


Search "Lyrics window" in the User Manual for more details.

B. To type-in chord symbols

1. Click the **Chord** tool .
2. Click to display a cursor above the staff.
3. Type the chord root and suffix.
   For example,"Amin7".
4. Press the **spacebar**. Finale converts your text to a chord symbol.

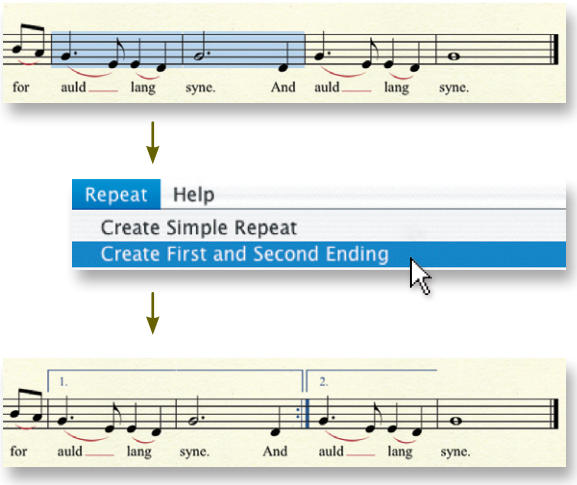
When typing chord symbols, use "b" for flat and "#" for sharp.



*To show guitar fretboards, from the **Chord** menu, choose **Show Fretboards**.*

C. To create repeats with 1st and 2nd endings

1. Click the **Repeat** tool .
2. Select the first ending measures.
3. From the **Repeat** menu, choose **Create First and Second Endings**.
4. Select the first measure of the repeated section.
5. From the **Repeat** menu, choose **Create Forward Repeat Bar.**



A. Playback Controls

The Playback Controls give you standard buttons for controlling the playback of your score.

With the Playback Controls open, press spacebar to start playback.

With the Playback Controls closed, hold down spacebar and click a measure to start and pause playback.

Press option + spacebar + click and drag to spot-check.

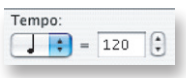
Press option + shift + spacebar + to spot-check a single staff.

*Click ▶ in the Playback Controls and choose **Leftmost Measure** to begin playback at the leftmost visible measure.*

B. To change the playback tempo

If you have not defined a tempo marking

1. In the Playback Controls, click the expand triangle ▶, then click the **Tempo** popup menu and choose the desired note duration.
2. Enter the number of beats per minute in the adjacent text box.



Tempo marking expressions override the tempo indicated in the Playback Controls. See "Tempo Marks" in the User Manual.

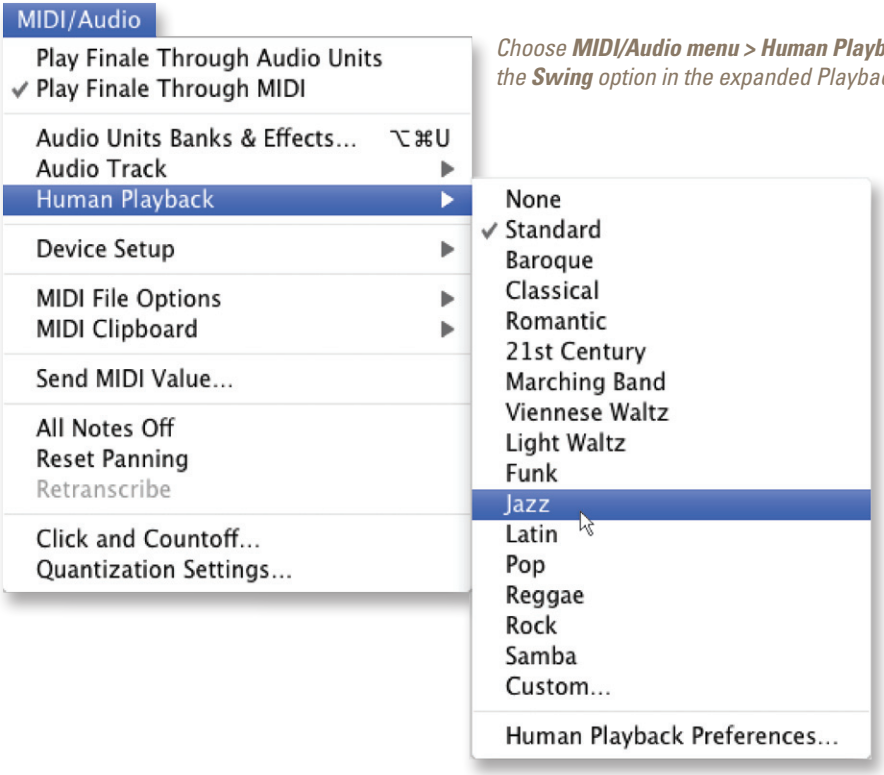
To control staff playback sounds, see "Score Manager" in the User Manual.

C. Human Playback®

The proper performance of any piece of music depends on the genre and style. For example, you wouldn't expect a jazz piece to be performed the same way as a classical sonata. Tell Finale how you want your piece performed using *Human Playback*. Human Playback performs the music in the style specified, and even interprets the markings you've added. To choose a Human Playback style, from the MIDI/Audio menu, choose Human Playback, and then select the desired style.

To enable or disable Human Playback

1. Click the **From the MIDI/Audio** menu, choose **Human Playback** and then select the desired style.
2. To turn off Human Playback, from the **MIDI/Audio** menu, choose **Human Playback > None.**



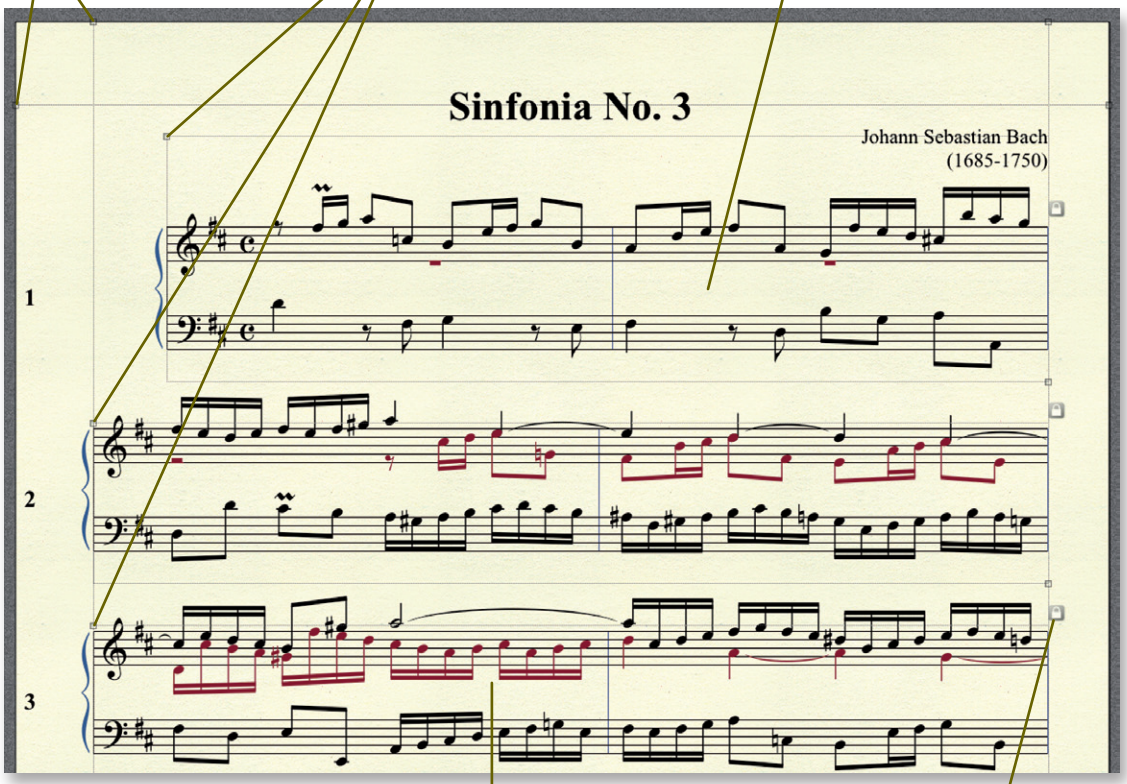
*Choose **MIDI/Audio menu > Human Playback > Jazz** to activate the **Swing** option in the expanded Playback Controls.*

Page Layout

Adjusting the position of systems and page margins should be the final step before printing your score. Use the following techniques to finalize the page layout:

Click and drag these handles to adjust the position of the page margins for this page.

Click and drag these handles to adjust the system's top margin.

Click and drag a system to adjust the position of the system, which also adjusts all subsequent systems vertically.

Click the Staff tool to show staff handles, which allow you to adjust the vertical position of staves within systems. See "To move staves" on page 25 of this guide for details.

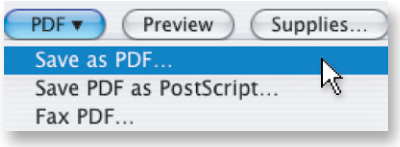
option + **click and drag** to move a system independently.

These icons represent systems whose measure layout has been locked. Finale's automatic music spacing features will not adjust the measure layout of locked systems.

See "Page Layout" in the User Manual for more details on laying out your pages.

A. To print your score

To print, press command ⌘ + P and click **OK**.

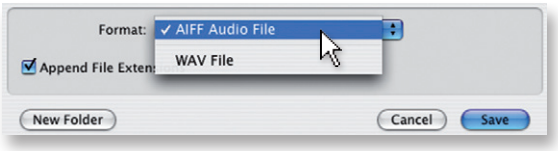


*To create a PDF, instead of clicking Print, click **PDF** and choose* **Save as PDF.**

See "Printing" in the User Manual for details.

B. To export an audio file

1. From the **File** menu, choose **Export to Audio File**.
2. Choose a location and file name.
3. Click the **Format** popup menu and select the desired file format.
4. Click **Save**.



C. Sharing your music online with Finale Reader®

Share your music with anyone over the Internet, even if they don't own a Finale-family product. Simply instruct your recipient to download and install the free Finale Reader available here:

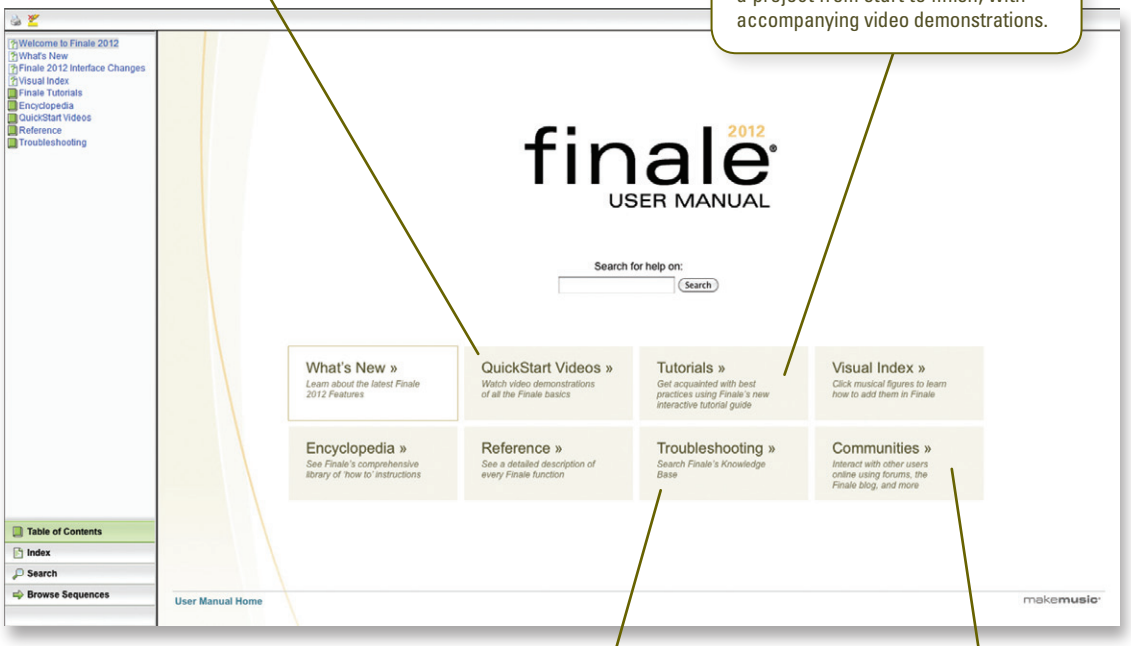
www.finalemusic.com/reader

Then, email the file as an attachment, or post it to a website such as www.finaleshowcase.com. With Finale Reader, anyone can open, play, and print your masterpiece.

More Finale Help Resources

To open the Finale User Manual:

From the **Help** menu, choose **User Manual**, or click a help button



Click here to learn essential tips and techniques with this suite of instructional videos.

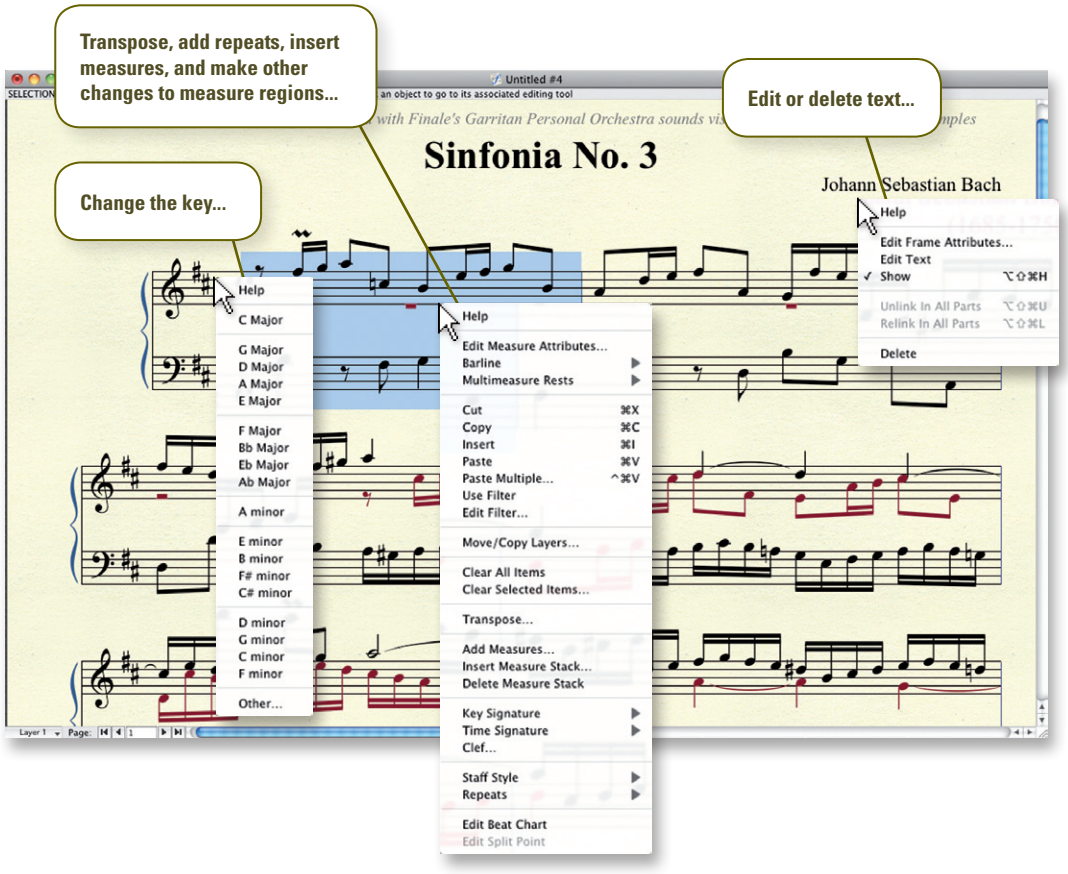
Click here to see Finale in action. These tutorials guide you through a project from start to finish, with accompanying video demonstrations.

Click here to visit the online *Knowledge Base* to browse common troubleshooting solutions.

Click here to visit the *Finale Forums* to connect with a global online community of Finale users, or visit the Finale blog for more tips.

Using Contextual Menus

control + click to open contextual menus, which allow you to quickly...



or, choose from one of the many other options. By context-clicking a region you can perform a multitude of additional tasks:

- Edit measure attributes
- Change the barline style
- Create or break multimeasure rests
- Cut, copy, or paste
- Transpose
- Add, insert, or delete measures
- Change the key, meter, or clef
- Apply alternate notation
- Add repeats

Metatools

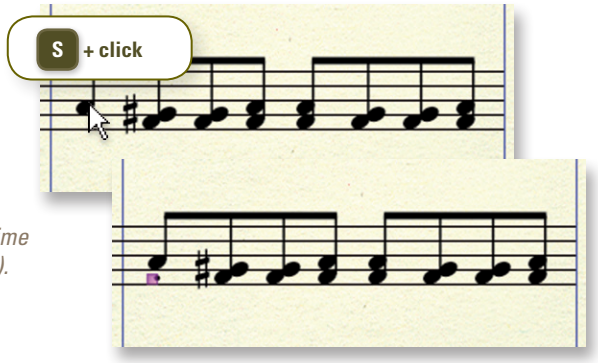
Metatools are programmable keyboard shortcuts you can use to quickly add markings to your score.

A. Using Articulation and Expression metatools

To add an articulation or expression using a metatool:

1. Click the **Articulation** or **Expression** tool .
2. Hold down the metatool key and click.

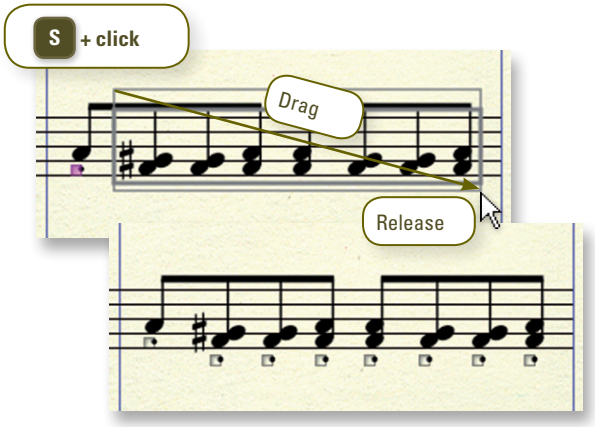
Use the same method to quickly enter key signatures, time signatures, and clefs (with their respective tool chosen).



*"**S**" is the default Articulation metatool key for a **staccato** marking.*

To add the marking to multiple notes:

1. Hold down the metatool key.
2. Click and drag to surround notes in a box.
3. Release the mouse button.



Common metatools are listed on the next page.

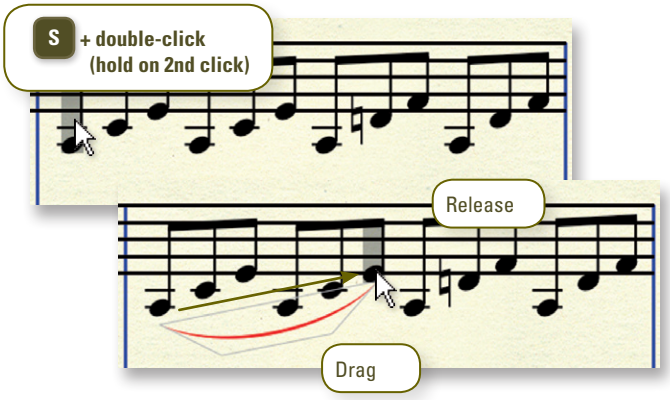
B. Using Smart Shape metatools

Use metatools for slurs, hairpins, lines, and other shapes as a convenient substitute for clicking icons on the Smart Shape palette and using the Custom Smart Shape tool.

To add a slur using a metatool:

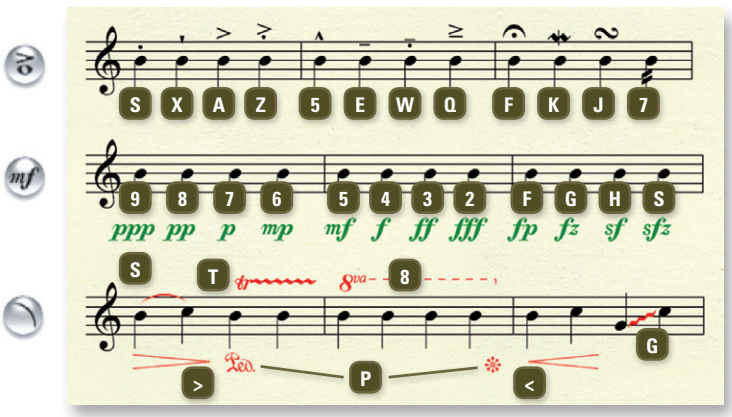
1. Click the **Smart Shape** tool.
2. Hold down **S**.
3. Double-click a note, holding on the second click, and drag to the destination note.
4. Release the mouse button.

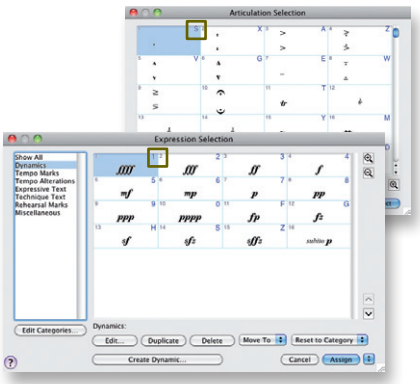
Simply hold down the metatool key and double-click to add note-attached Smart Shapes, like tab slides.



*"**S**" is the default Smart Shape metatool key for **slur** markings.*

C. Common metatools





Articulation and expression metatools are listed in the Articulation Selection and Expression Selection dialog boxes. Look to the upper right of each listing.

Search for "metatools" in the User Manual for more information, including how to program custom metatool keystrokes.

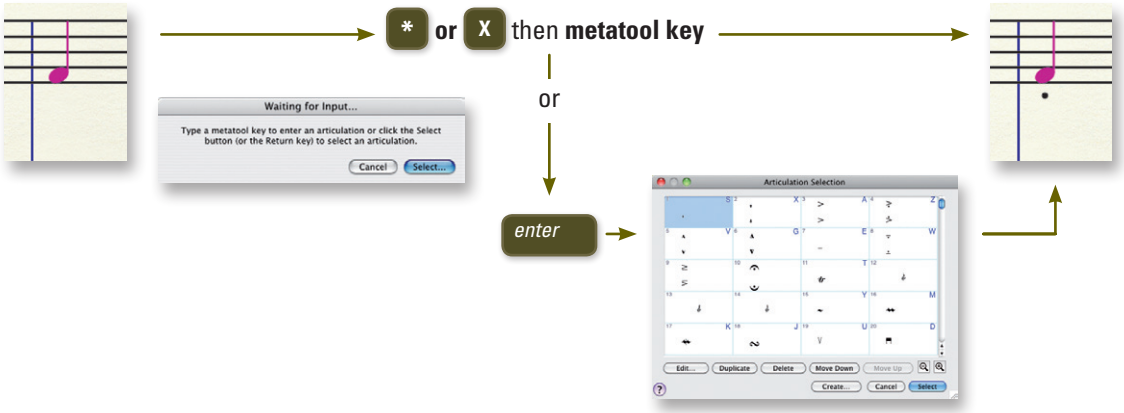
D. Using metatools with Simple Entry

Articulations and Expressions, as well as key, clef, and time signature changes, can be added using metatool keys while entering notes in Simple Entry.

1. Choose the **Simple Entry** tool .
2. Select a note and press * to add an articulation—laptop users press ~.

   Or, X to add an expression *f*

   shift + option + C for a *clef* change 𝄢

   shift + option + K for a *key signature* change ♮♯♭

   shift + option + T for a *time signature* change $\frac{3}{4}$
3. Press the metatool key, in this case, S.
4. Or, if you don't know the key, press **Enter**.
5. Highlight the option from the list and press **Enter**.